



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3010

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MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Announcement of Contract Awards

The Defense Federal Acquisition Regulation Supplement (DFARS) 205.303—ANNOUNCEMENT OF CONTRACT AWARDS requires that the Office of the Secretary of Defense (OSD) Public Affairs (PA) be notified by close of business the day before the date of the proposed award for all contracts valued at \$5 millions or more. The notification requirement contains certain specific information, including contract value, description of the item or service being purchased, contractor data, and number of solicitations mailed and offers received.

Unfortunately, despite the DFARS requirement, OSD PA has been receiving some contract notifications only a few hours in advance of the public announcements.

Please ensure that your organizations comply with and notify the OSD PA in a timely manner of announcements of Contract Awards.

Thank you for your cooperation.


E. C. Aldridge, Jr.

